

**PLANNING AND ZONING APPLICATION
CITY OF WEST FARGO**

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|---|--|--|
| <input type="checkbox"/> Administrative Review (Staff, P&Z, City Commission) | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision (Replat) |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Right-of-way Dedication | <input type="checkbox"/> Subdivision Amendment |
| <input type="checkbox"/> Planned Unit Development (PUD) | <input type="checkbox"/> Right-of-way Vacation | <input type="checkbox"/> Variance (Subdivision) |
| <input type="checkbox"/> PUD Amendment | <input type="checkbox"/> Simple Lot Split | <input type="checkbox"/> Variance (Zoning) |
| <input type="checkbox"/> Minor PUD Modification | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Zoning Amendment (Map) |
| <input type="checkbox"/> Retracement Plat | <input type="checkbox"/> Subdivision (Original) | <input type="checkbox"/> Zoning Amendment (Ord.) |

FEE _____ APPLICATION # _____ DATE: _____

Applicant: _____ Phone: _____

Owner: _____ Phone: _____

Address: _____

Legal Property Description: _____

Present Zoning Classification: _____

Existing Use: _____

Describe Briefly the Reasons for Request: _____

Date Fee Paid: _____

Estimated Date of Planning & Zoning and City Review: _____

Signature _____

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.

Procedure for Zoning Variance

City of West Fargo

Notice to applicants: The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be grounds to deny or delay the hearing of your request before the Planning & Zoning Commission or City Commissions.

1. Confer with City Planning Office regarding City Plans, policies and requirements. _____
2. Complete application and pay fee (application and fee must be submitted to Planning Office at least 2½ weeks before scheduled public hearing before Planning & Zoning Commission). _____
3. Site plan submitted to Planning Office (2½ weeks prior to public hearing before Planning & Zoning Commission) - **See attachment for site plan requirements.** _____
4. Public Hearing held before Planning & Zoning Commission. _____
5. Planning & Zoning Commission may approve, deny or conditionally approve request. _____
6. If application is denied, you may option to continue the request to the Board of Adjustment. _____
7. If application is approved, recommendation for approval is forwarded to Board of Adjustments. _____
8. Fulfill conditions, if any, that were set by Planning & Zoning Commission for Approval. _____
9. Date set for final action before Board of Adjustment. _____

Approximate time for approval – 4 to 7 weeks.

Zoning Variance Requirements
City of West Fargo

A variance from the terms of this Ordinance, shall not be granted by the Board of Adjustment unless and until:

1. Site Plan prepared and submitted to City Planning Office.
2. A written application for a variance is submitted demonstrating:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district;
 - b. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
 - c. That the special conditions and circumstances do not result from the actions of the applicant;
 - d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

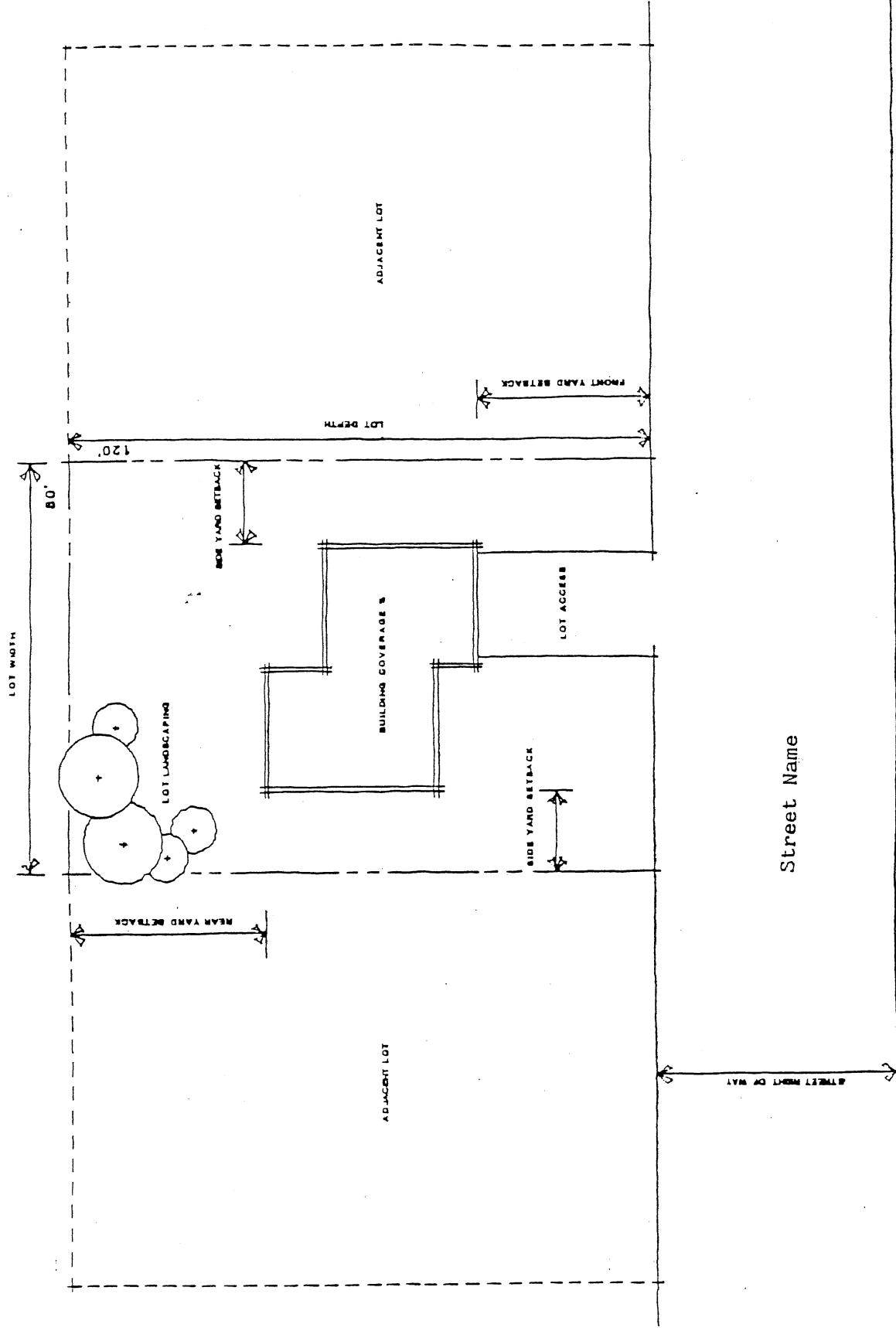
No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

3. The owner of the property for which a variance is sought or his/her agent and all abutting properties and properties extending one hundred and fifty (150) feet from the area, excluding streets, shall be notified at least 10 days prior to the hearing.

Site Plan Requirements
City of West Fargo

1. Name of applicant; name of subdivision;
2. Shall be drawn in ink at a scale of 1" = 100'.
3. North point and date.
4. Proposed boundary and lot lines within subdivision to include approximate dimensions of all proposed and existing lots.
5. Existing and proposed street names to include street right-of-way widths.
6. Means of ingress and egress to lots.
7. Existing and proposed building on each lot to include all yard setback distances.
8. Approximate square footage of each building.
9. Existing and proposed berm/landscaping/screening locations.
10. Existing and proposed location of sidewalks, if any.
11. Provision for off-street parking, snow storage and garbage removal.
12. Three (3) copies submitted to City Planning Office on paper not less than 11" x 17" in size.
13. Proposed fence locations, if applicable.
14. Any other information which will explain or support your request.

SITE PLAN



NAME: _____
 DATE: _____
 SUBMISSION NAME: _____